

CITY OF SAN JOSE
OFFICE OF THE CITY AUDITOR
Procedure No. M-01

ASSIGNMENT SHEET

Purpose

To establish the procedure for assigning City Auditor projects.

Background

- A. Auditors are assigned to projects on the basis of availability, complexity of project, and the particular skills and background required to perform the work.
- B. Each City Auditor project is assigned a job number at the start of the assignment.

Procedure

City Auditor	1. Assign the project to a Supervising Auditor and audit staff.
Supervising Auditor	2. Prepare the assignment sheet (See Procedure No. 4-01). The assignment sheet should indicate the project title, audit staff, budget, expected completion date, and special instructions.
Executive Assistant to the City Auditor	3. Provide the assignment number. 4. Provide copies of the approved assignment sheet to the Supervising Auditor and each member of the audit team. 5. File the original approved assignment sheet.
Audit Staff	6. File the assignment sheet in the audit workpapers.